FAS Facial Photographic Analysis Software Installation Instructions

(Please share these instructions with your Computer Support Personnel)

Below are important instructions and guidelines for installing the FAS Facial Photographic Analysis Software. We encourage you to share these instructions with your Computer Support Personnel.

Computer Specifications

Please read the computer specifications on our website (http://depts.washington.edu/fasdpn/htmls/software-specs.htm). Briefly, the FAS Facial Analysis Software is a Microsoft Windows application developed for Windows 2000/Windows XP/VISTA/Windows7 (English-language version). The software requires Microsoft ACCESS to be installed because the Facial Software stores the photo analysis data in an ACCESS database.

Installation Directions for XP/VISTA

1. **Installing the software:**
   - Login to XP/VISTA with an ADMINISTRATOR account
   - Insert the CD with the Facial Software files if installing from a CD.
   - Autorun will begin the process.
   - If Autorun does not initiate the process, double click the Setup.exe file on the CD.
   - If installing from the downloaded zip file instead, unzip and double click the Setup.exe file.
   - Follow the onscreen instructions.
   - You will likely encounter *Error 1911, Could not register type library for file C:\Program Files\Common files\Microsoft Shared\DAO\DAO350.DLL.* Click the Ignore button to continue with installation, and the software will install and run with no further problems.
   - Click Finish.

   The software is now loaded on your hard drive and a Facial Photographic Analysis folder will now appear on your desktop.

   YOU MUST complete the next section before a non-administrator User can use the software. VISTA users must also complete the next section to use the software as a User or as an Administrator.

2. **Altering User Permissions to enable the FAS software to write to its data folder in the system Program Files Folder.**

   Explanation. The FAS software saves the photo analysis data in an ACCESS file called data.fas that is located on C:\Program Files\FAS\Data. When the User uses the facial software, the software generates data that will be saved to data.fas. The software will also periodically compact this data.fas file. XP and VISTA do not permit programs run by a non-administrative User to "write" to folders in C:\Program

Files, which means the facial software cannot modify its data.fas file. In addition, in VISTA, the facial software still is not able to modify the data.fas file in the FAS folder, even when run by an Administrator. To resolve these permission issues, individuals on both XP and VISTA systems must follow the instructions below.

<u>Instructions for XP and VISTA. (Reminder: You must be an Administrator to do this).</u>
- Double left click on the Computer icon.
- Double left click on the C drive.
- Double left click on the Program Files.
- Right click on the FAS folder. A menu will drop down.
- Left click on Properties. An "FAS Properties" window will open.
- Left click on the Security tab.
- In the Group and User Names: section, scroll down and left click Users.
- (VISTA users: Click the Edit button, then the Continue button to open the "Permissions for FAS" window and left click Users again.)
- Click the "Modify" checkbox in the Allow column.
- Click Apply
- Click OK (VISTA users: click OK again) to close the windows
- Close the computer window (click on the red x in the right upper corner).

3. **To Open the Facial Software.**

   IMPORTANT! Microsoft Access from the Microsoft Office product must first be installed.

   - Double click on the FAS Facial Analysis folder on your desktop.
   - Double click on the FAS Facial Photographic Analysis Software file.
   - A picture of the software will appear on your desktop.
   - Wait a few seconds and the software will open to the main screen. Or you can click on the picture of the software to open it immediately.

4. **Software Instruction Manual.**

   A copy of the Software Instruction Manual is in the FAS Facial Analysis Folder on your desktop.

**<u>Installation Instructions for loading the FAS Facial Software on a Single Centralized Computer
with Multiple Users gaining access via File Sharing.</u>**

Although the FAS Facial Software was not designed for use in a conventional server environment, it can be loaded on a single centralized computer that saves all photographic analysis results to a single database on that centralized computer. Multiple Users can be given access to the software via File Sharing. Below are instructions for how to set up this File Sharing environment.

1. Identify a computer running Windows Operating System that will serve as the "centralized" computer. This computer needs to meet the computer specifications posted on our website (http://depts.washington.edu/fasdpn/htmls/software-specs.htm). Briefly, the software is a Microsoft Windows application developed for Windows 2000/Windows XP/VISTA/Windows7 (English-language version). The software requires Microsoft ACCESS to be installed because the Facial Software stores the photo analysis data in an ACCESS database.

2. Load the FAS Facial Software on the centralized computer. The installation process will create a folder called "FAS" in Program Files (C:\Program Files\FAS\). The files used to run the software are stored in this FAS folder.

3. The FAS Facial Software saves photographic analysis results to a single ACCESS database called data.fas. The software stores this database in a folder called Data along with the other software files (C:\Program Files\FAS\Data\data.fas). You CANNOT choose to place this access database in a different location on your computer hard drive.

4. Next, load the FAS Facial Software on a User's PC computer that meets the computer specifications posted on our website (see above). You are welcome to load the FAS Facial Software on as many computers as you wish. You do NOT need to purchase a multiple User license.

5. Now you need to allow the User to access the FAS folder on the centralized computer through a File Share. Create this file share on the centralized computer.

6. The User needs to connect to the File Share and run the fas.exe program from the centralized computer. We suggest you set up a short cut for the User to achieve this. When the User runs the fas.exe program off the centralized computer, the fas.exe program will use the local (User's) computer's dll files to open, but will use the centralized computer's data.fas ACCESS database to store data. (Note: with File Sharing, only one User can use the FAS Facial Software at one time).

7. Now we need to address where the User will store their facial photos. We suggest all photos be transferred to and stored in a designated folder on the centralized computer for two reasons: 1) This will make it easier to protect the confidentiality of the photos if they are all stored in one place; and 2) The FAS Facial Software stores the path to the location of the photos on the hard drive in the data.fas ACCESS database. If the photos are subsequently moved, the FAS Facial Software will not be able to find them. In more detail, when the FAS Facial Software is opened, the User is asked to open the patient's facial photographs. The User is given the opportunity to browse the hard drive to obtain the photos. Once the photos are opened into the software and an analysis is started, the software permanently records the path to the photos. When the analysis is complete, the software generates and saves an ACCESS report summarizing the patient's photo analysis. Copies of the facial photographs are inserted into the report (see page 35 of the FAS Facial Photographic Analysis Software Instruction Manual for an example of this Report). If the location of the photos is changed after an analysis is completed, the software will fail to find the photos next time the User opens the patient's FAS Facial Photographic Analysis Report. The data will still populate the Report, but the photos will be missing from the Report.

Important Notice

<u>READ BEFORE RE-INSTALLING THIS SOFTWARE</u> – Reinstalling the software will overwrite your previous photo measurements saved in the data.fas database file created by the software. If you want to keep a copy of your previous photo measurements, you must follow the steps below BEFORE REINSTALLING THE SOFTWARE. If you not move and rename the data.fas file, the new software will overwrite that database file with a new (empty) database file. Follow these steps to move and rename the data.fas file.

- The database is called data.fas. It should be in the path C:\FAS\Data.
- Once you find it, rename the file (e.g., dataApril10.fas) and then move it to a location outside of C:\Program Files\FAS (e.g., place it on your desktop).
- Reinstall the software. When you do so, a new (empty) data.fas database will be created without overwriting the data you generated from previous photo analyses.
- Next, delete the newly created empty data.fas file created in C:\Program Files\FAS\Data. Move your renamed file (containing your data) to this location and rename it data.fas.